



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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|------------------------|-----------------------------|--------------------------|--|
| <b>Position Title:</b> | Administrative Assistant ES | <b>Location:</b>         | Elementary School                                    |
| <b>Reports To:</b>     | Principal                   | <b>Supervises:</b>       | None   |
| <b>Classification:</b> | Support                     | <b>Status:</b>           | Full-time  |
| <b>FLSA Status:</b>    | Non-Exempt                  | <b>Benefit Eligible:</b> | Yes  |
| <b>Work Year:</b>      | 12 months                   | <b>Salary:</b>           | see <a href="http://lhusd.org">lhusd.org</a> website |

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### Education and Experience Requirements

- High school diploma or equivalent

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- Under direction, the Principal's Administrative Assistant shall perform varied clerical and secretarial activities in the elementary school.
- This person shall be responsible for public relations and communication services for the Principal.
- This position requires a pleasant and positive personality and must be able to work cooperatively with staff and public.
- This person must be able to maintain a calm and efficient manner when circumstances surrounding the position may be disturbing.
- The Principal's Administrative Assistant must be discrete, loyal, and efficient, and must be able to maintain in the strictest confidence information and business that is shared with that position.

### Qualifications

- Relate well with children, staff, and public.
- Communicate effectively orally and in writing.
- Knowledge of office practices and procedures
- Appropriate business correspondence
- Computer literacy
- Basic skills in accounting and reporting procedures
- Typing skills
- Work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary.
- Good health, physical stamina, fitness and vitality
- Personal qualities associated with good human and interpersonal relations.



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### Responsibilities and Requirements

- Conduct the office routine of that facility under the direction of the Principal.
- Function as primary receptionist
- Use appropriate professional mannerisms as telephone receptionist.
- Use appropriate professional mannerisms when receiving visitors to the school.
- Make appointments and handle all correspondence for the Building Principal
- Assist with scheduling parent conferences for the Principal and staff.
- Distribute mail and other communications.
- Under the supervision of the Principal, provide effective control of all school keys.
- Assist, when requested, in the publication, distribution, and notification to all parents and staff members, all bulletins and newsletters.
- Shall have primary responsibility for student registrations and withdrawals, record and report their absences and absences of staff according to District policy.
- Activate computer attendance program, assign and maintain register I.D. numbers, student I.D. numbers, and teacher I.D. numbers, input school calendar and students' demographic information.
- Record daily attendance.
- Filing
- Operate routine office equipment.
- Initiate telephone contact with parents or guardians on each absence for each child
- Collect an excuse for each absence for each child.
- Maintain contact with students in regard to unexplained absences.
- Maintain records of students arriving late to school
- Maintain records of students signing to leave school early with parental consent.
- Prepare and submit, on every Friday, the school's student count to the district office.
- Prepare and submit the 20-Day (monthly) Register Reports to district office.
- Prepare and submit on magnetic tape to the district office the 40-Day Report, 100-Day Report and Year End Enrollment Report for the Department of Education
- Identify and maintain the PHLOTE chart for students having a primary home language other than English.
- Prepare and submit the Arizona Language Census and Program Report to the district office for the Department of Education
- Prepare and submit the Drop Out Report to the district office for the Department of Education
- Identify and appropriately report students' information that varies from the norm [i.e. self-contained students/classroom (gifted, special education), tuition-in students, CEC-A students' CEC-B students, privately paid tuition, foreign exchange students, homebound students, chronic health conditions, pre-school disabled students.
- Effect routine maintenance and minor repairs on office equipment
- Assist in the orientation of all substitutes for that school.
- Maintain all necessary bookkeeping for the school and a current accounting of that school's activity accounts.
- Prepare reports and inventories as required by the building principal.
- Prepare budgets and purchase orders at the direction of the building principal.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Health office assistant duties including first aid and CPR as needed by site.
- Perform other duties when assigned by the building principal.



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### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.